

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

EA 4670.6B

EASTERN REGION

Jamaica, NY 11434

MAY 07 2002

SUBJ: Vehicle Trip Record Requirements for Agency-Owned and Leased Government Vehicles

1. PURPOSE. This Order furnishes information and guidance pertaining to maintaining accurate trip records for all vehicles.

2. DISTRIBUTION. This Order is distributed to the Section level in the Regional Headquarters and to all field offices and facilities.

3. CANCELLATION DATE. Order EA 4670.7A is cancelled.

4. BACKGROUND. Federal Property Management Regulation, FPMR 101-39.9– Use and Rotation of Vehicles, provides vehicle usage objectives for federal motor pool systems. This regulation describes the following minimum mileage for GSA leased vehicles.

a. General purpose vehicles (sedans) and light trucks, 1-ton (12,500 lbs. GVW and under) – 10,000 miles per year.

b. General purpose vehicles (sedans) and trucks, 1-1/2 ton through 2-1/2 ton (over 12,500 lbs. GVW to 17,000 lbs. GVW) – 7,500 miles per year.

c. Heavy trucks and truck tractors – the average usage objective for heavy truck tractors is as follows:

1. Heavy trucks and general purpose vehicles over 3 tons (over 17,000 lbs. GVW) – 7,500 miles per year.

2. Truck tractors – 10,000 miles per year.

5. ACTION.

a. All operators in the Regional Office and field offices and facilities shall maintain EA Form 1790-5, Daily Trip Ticket for all Government-owned vehicles (see Appendix 1). These daily trip tickets shall be maintained on a monthly basis for every Government-owned vehicle.

"Arlene B. Feldman
Regional Administrator

Distribution: AXEA-4; FOF-0 (STD); FAF-5/7
AEA-60 (5 Copies); AEA-50 (5 Copies)

Initiated By:
AEA-50

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EA Form 1790-5 (Rev. 10-88)